



# webTA 4.2 COP (Continuation of Pay) Administrator



**PUBLICATION CATEGORY**  
T&A Processing

**PROCEDURE MANUAL**  
webTA 4.2 COP (Continuation of Pay) Administrator





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## Latest Update Information

The following change has been made to the webTA 4.2 COP (Continuation of Pay) procedure:

Section	Description of Change
webTA 4.2 COP (Continuation of Pay) Administrator	This procedure has been reviewed as part of the annual review process and no changes are required.





## Accessibility for Users of Assistive Technology with webTA 4.2

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

In order to meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

### Help for Users of Assistive Technology

Online help utilizes HyperText Markup Language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

#### To Navigate within Frames:

1. Select **Help**. The browser opens. By default, the focus is in the content pane.
2. Select the **Tab** key to move the focus to the Related Topics (if any).
3. Select the **Enter** key to open a related topic link.

#### OR

Select the **Tab** key to move the focus to the Table of Contents.

4. Select the **Enter** key to open a different help topic link.

### Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **Tab** key.
- To move backward from link to link or to interactive elements, select the **Shift + Tab** keys.
- To select hyperlinks, select the **Enter** key.
- To select buttons, select the **Enter** key.
- To navigate and select radio buttons, select the Up and Down Arrow keys.
- To select and deselect check boxes, press the Spacebar.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, select **Control + Left Arrow**.



- To move to the day to the right, select **Control** + Right Arrow.
- To move to the row above, select **Control** + Up Arrow.
- To move to the row below, select **Control** + Down Arrow.
- To change the month, select the Page Up or Page Down key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the Spacebar.
  - To move through options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
- To navigate and select options from a selection box, select the Up and Down Arrow keys.
- To navigate and select options from the Role selection box, use the following options:
  - To view all options, select the **Enter** key.
  - To move through the options, select the **Tab** key.
  - To select an option, select the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
  - To move through the options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
  - To clear current options, select the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, select **Shift** + **R**.
- To display and place the focus on Skip Link, select **Alt** + **P**.

### **Contact Information for Users of Assistive Technology**

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.



## Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the <b>Save</b> button.
References to email addresses are indicated in italics.	For additional assistance, send email to <i>jane.doe@usda.gov</i> .
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select <b><i>File &gt; Print</i></b> .
References to system messages are indicated by Courier New font and are italicized.	The message <i>Changes have been made. Save changes?</i> is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are <b><i>None</i></b> , <b><i>End</i></b> , or <b><i>Start</i></b> .
References to actual data are indicated by Courier New font.	Enter <b>10</b> into the field.
References to telephone numbers are indicated in bold.	For assistance, call <b>1-800-555-1212</b> .



## Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.



## Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the Employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each Employee at a specific T&A contact point. This record contains Employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating Employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the Timekeeper to enter and submit an Employee's timesheet if the Employee is not available.
- Establish a default schedule for an Employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.



- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the Employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

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## Related Systems and Applications

webTA data is displayed and/or interfaces with the systems and/or applications described below.

**Adjustment Processing System (ADJP).** ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

**Bi-Weekly Examination Analysis and Reporting System (BEAR).** BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

**Employee Personal Page (EPP).** EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.



**EmpowHR.** EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.

**Financial Management Modernization Initiative (FMMI).** FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes.

**FOCUS Reporting System (FOCUS).** FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

**Information/Research Inquiry System (IRIS).** IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

**Insight.** Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

**Management Account Structure Codes System (MASC).** MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

**Payroll Computation System (PAYE).** PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

**Payroll/Personnel Inquiry System (PINQ).** PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

**Personnel Input and Edit System (PINE).** PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.



**Personnel Update System (PEPL).** PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

**Position Management System Online (PMSO).** PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

**Report Generator System (CULPRPT).** CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

**Reporting Center (RPCT).** RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, Workforce, and Security reports. The Leave Error report is used by Timekeepers and is available in RPCT.

**Table Management System (TMGT).** TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

**Time & Attendance Validation System (TIME).** The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the data is updated on the database for subsequent payment processing.

**Time Inquiry - Leave Update System (TINQ).** TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

## Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.



### Agency:

- Requests security access to webTA for HR (Human Resources) Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters timesheet data for each Employee, as required by law and regulations.
- Certifies timesheets to be transmitted to NFC by established timeframes. Timesheets should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors timesheet related status reports and takes measures to reduce timesheet rejections and leave errors.
- Monitors timesheets received by NFC to account for all active and full-time Employees.

### National Finance Center:

- Processes T&A data within established timeframes.
- Reviews timesheet edit error messages and corrects the timesheet. Contacts the Agency for assistance as necessary.
- Monitors timesheets received to account for all active and full-time Employees.
- Provides reports.

## Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

## Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.



## Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

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Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

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RPCT provides the following reports to assist Agencies in processing timesheets.

- Leave Error Report - Lists Employees with leave discrepancies. Discrepancies occur when the Employee's leave balance(s) on the payroll/personnel database and those on the timesheet for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists Employees identifying timesheet edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists timesheets with missing personnel actions which require an action to be taken by the personnel office before the timesheet can process.
- T&A Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.
- T&As Not Received by NFC - Lists active full/part-time Employees whose timesheets were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known timesheets have been electronically transmitted to NFC.

## Roles

An Agency Security Officer (ASO) requests access for webTA HR Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.



Note: Each webTA role is designated by a separate menu tab. webTA users will only see the tabs corresponding to the role(s) they are granted.

Employee
Timekeeper
Supervisor
HR Admin

Inbox [0] | Settings | Help | Log Out

HR Administrator Main Menu > Employees >

Role Assignments » DOE, JOHN

Settings
Licenses
Calendars
Manage Roles »
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Role
Properties

<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Disable Auto Spend Deferred LTP
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Self Certify
<input type="checkbox"/> Master Timekeeper	<input type="checkbox"/> Editable
<input type="checkbox"/> Master Supervisor	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> Agency <input type="checkbox"/> BiDirectional Config Menu On <input type="checkbox"/> Department <input type="checkbox"/> LTP Menu On <input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> Administrator	—
<input type="checkbox"/> Project Manager	—
<input type="checkbox"/> Access	—
<input type="checkbox"/> Account Manager	—
<input type="checkbox"/> COP Administrator	—
<input type="checkbox"/> ECM Administrator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Engineer	—
<input type="checkbox"/> Help Desk User	<input type="checkbox"/> LTP Menu On <input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> Leave Transfer Program Manager	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Operations	—
<input type="checkbox"/> POD	—
<input type="checkbox"/> Telework Coordinator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Managing Officer	<input type="checkbox"/> Agency <input type="checkbox"/> Department

Save
Cancel

Figure 1: Role Assignments Page

The following roles are available in webTA 4.2:

Note: Access and specific properties of each role are determined by the selections made.

### Employee

- Enters, edits, and submits timesheet.
- Sets up and modifies default schedule.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical timesheet information.
- Generates a leave audit report.



- Submits requests and tasks to Timekeeper.

---

Note: The Disable Auto Spend Deferred LTP function prevents the Employee from using leave transfer program (LTP) hours that have been deferred.

---

### **Timekeeper**

- Assigns accounting codes for Employee use.
- Selects and/or searches for an Employee record.
- Enters, edits, and validates timesheets data on behalf of assigned or delegated Employees.
- Reviews previously certified timesheet data.
- Manages an Employee's profile.

---

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Local Corrections function enables the Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

---

### **Supervisor**

- Selects and/or searches for an Employee record.
- Certifies timesheets before submitting to NFC.
- Reviews and approves or denies all leave and premium pay requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

---

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Self Certify function enables the Supervisor the ability to certify his or her own timesheet.

---

### **Master Timekeeper**

The Master Timekeeper has the Timekeeper role access plus the following unless the **Editable** selection is removed:

---

Note: When the Master Timekeeper role is selected, the **Editable** selection is checked by default. If removed, the Master Timekeeper will have read only access to all Employees within their organization.

---

- Overrides timesheet validation errors, if applicable.



- Assigns schedule templates to assigned Agencies and POIs (personnel office identifiers).
- Assigns shifts to assigned Agencies and POIs.

---

Note: The Local Corrections function enables the Master Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

---

### **Master Supervisor**

The Master Supervisor has the Supervisor role access plus the following:

- Decertifies timesheets.
- Rejects timesheets.

---

Note: The Master Supervisor has access to all Employees within their organization.

---

### **HR Administrator**

- Adds new employees, when required.

---

Note: Employees should be loaded to webTA through the daily PPS feed from NFC.

---

- Provides administrative functions to manage Employees and leave transfer programs.
- Adds and edits Employee profiles and ensures records are processed for all Employees in an Agency.
- Manages Employee user accounts.
- Adds and edits user information.
- Generates reports.
- Includes the following function, if selected:
  - Agency - Enables the HR Administrator to edit all organizations and users under their assigned Agency. This function allows the HR Administrator read-only access to timesheet profiles and the bidirectional configuration settings located on the BiDirectional Configuration page.
  - BiDirectional Config Menu On - Enables the HR Administrator to access the BiDirectional Config menu, which includes daily, weekly, and global settings for updating Supervisor and Timekeeper assignments, specific leave types, and specific e-mail contact information. The HR Administrator must have the Department role function enabled in order to edit bidirectional configuration settings.



- **Department** - Enables the HR Administrator to access all organizations, Agencies, and users under the top-level organization. This function also allows the HR Administrator to edit timesheet profiles and, if properly licensed, edit the bidirectional configuration settings located on the Bidirectional Configuration page. If the Department function is enabled, the Associate Agencies with POIs option is included under the System Set Up section on the main menu.
- **LTP Menu On** - Enables the HR Administrator to access the Leave Transfer Program Management menu, which includes options to work with leave transfer program accounts, recipients, donations, and deductions.
- **Org Tree Menu On** - Enables the HR Administrator to access the Organization Management menu which includes options to add, move, edit, and delete organizations and sub-organizations.

#### **Administrator**

- NFC use only.

#### **Project Manager**

- Creates, modifies, and deactivates projects.
- Adds Employees to projects.
- Tracks hours charged to projects.

#### **Access**

- NFC use only.

#### **Account Manager**

- Enables and disables accounts.
- Enters account start and end dates.
- Filters accounts by fiscal year, program code, and function.
- Disables multiple fiscal year accounts at the same time.
- Reopens previously disabled codes.
- Generates reports.

#### **COP (Continuation of Pay) Administrator**

- Creates and manages COP accounts.

#### **Configuration Manager**

- NFC use only.



### **ECM (Emergency Contact Management) Administrator**

- Accesses all organizations and users within an Agency.
- Accesses all organizations and users within a Department.
- Updates footer text that appears on the Employee's Emergency Contacts page.
- Generates reports.

### **Engineer**

- NFC use only.

### **Help Desk User**

- NFC use only.

### **Leave Transfer Program Manager**

- Manages leave transfer recipient accounts based on level of responsibility (Department, Agency, POI).
- Creates and closes accounts.
- Reviews, approves, and/or denies leave donations from donors.
- Manages the leave transfer agreement disposal.
- Generates reports.

### **Operations**

- NFC use only.

### **POD**

- NFC use only.

### **Read Only**

- NFC use only.

### **Telework Coordinator**

- Reserved for future use.

### **Telework Managing Officer**

- Reserved for future use.





## Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

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## Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

### To Log In Using a User ID and Password:

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA Time and Attendance Application landing page. At the top left is the WEBTA logo. To the right are links for Documentation, Release Notes, and Training. The main header area has a light blue background with the text 'National Finance Center' and 'webTA: Time and Attendance Application'. Below this is a subscription form with the text 'Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.' followed by an email input field and a 'Subscribe' button. To the right of the form is an illustration of a clock and a calendar. Below the main header, there are two columns. The left column is titled 'Choose a Sign in Option' and contains a paragraph: 'Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.' Below this paragraph are five buttons: 'Sign into webTA 4.2 for USDA', 'Sign into webTA 5.0 for SBA', 'Sign into webTA 3.8 for DHS', 'Sign into webTA 3.8 for DOJ', and 'Sign into webTA 3.8 for Non-USDA'. The right column is titled 'Need Assistance?' and contains two sections. The first section is titled 'Need assistance with accessibility?' and contains the text 'Please see our help sections for webTA 4.2 Accessibility or webTA 3.8 Accessibility.' The second section is titled 'Have questions about your timesheet or leave balance?' and contains the text 'Contact your Personnel Office or your Timekeeper.' At the bottom of the page is a footer with links: 'NFC Web Site', 'Accessibility', 'Privacy Policy', 'Information Quality', 'USDA', 'USA.gov', and 'Whitehouse.gov'.

WEBTA™

Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.

\*Email Address

Subscribe

**Choose a Sign in Option**

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Sign into webTA 4.2 for USDA

Sign into webTA 5.0 for SBA

Sign into webTA 3.8 for DHS

Sign into webTA 3.8 for DOJ

Sign into webTA 3.8 for Non-USDA

**Need Assistance?**

**Need assistance with accessibility?**  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

**Have questions about your timesheet or leave balance?**  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 2: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 4.2

DISCLAIMER

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- \* You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- \* Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- \* Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMSG) Table 063, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk are required.

\* User ID:

\* Password:

[Forgot Password?](#)

**Figure 3: webTA Login Page**

5. Complete the following fields:

**User ID** (see "**User ID Field Instruction - webTA**" on page 53)

**Password** (see "**Password Field Instruction - webTA**" on page 52)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

#### **To Log In Using eAuthentication with PIV/CAC:**

1. Connect to the **NFC Home page** (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA Time and Attendance Application landing page. At the top left is the WEBTA logo. To the right are links for Documentation, Release Notes, and Training. The main header area has a light blue background with the text 'National Finance Center' and 'webTA: Time and Attendance Application'. Below this is a subscription form with the text 'Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.' followed by an email input field and a 'Subscribe' button. To the right of the form is an illustration of a clock and a calendar. Below the header, there are two main sections. The left section is titled 'Choose a Sign in Option' and contains a paragraph: 'Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.' Below this paragraph are five buttons: 'Sign into webTA 4.2 for USDA', 'Sign into webTA 5.0 for SBA', 'Sign into webTA 3.8 for DHS', 'Sign into webTA 3.8 for DOJ', and 'Sign into webTA 3.8 for Non-USDA'. The right section is titled 'Need Assistance?' and contains two items. The first item has an icon of a person with a question mark and the text: 'Need assistance with accessibility? Please see our help sections for webTA 4.2 Accessibility or webTA 3.8 Accessibility.' The second item has an icon of a hand holding a coin and the text: 'Have questions about your timesheet or leave balance? Contact your Personnel Office or your Timekeeper.' At the bottom of the page is a footer with links: 'NFC Web Site', 'Accessibility', 'Privacy Policy', 'Information Quality', 'USDA', 'USA.gov', and 'Whitehouse.gov'.

WEBTA™

Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.

\*Email Address

Subscribe

**Choose a Sign in Option**

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Sign into webTA 4.2 for USDA


Sign into webTA 5.0 for SBA


Sign into webTA 3.8 for DHS

Sign into webTA 3.8 for DOJ

Sign into webTA 3.8 for Non-USDA

**Need Assistance?**

 Need assistance with accessibility?  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 Have questions about your timesheet or leave balance?  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 4: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 5: webTA Login Page

5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

Figure 6: eAuthentication Login Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log in with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.



7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

---

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the **More choices** option, select the correct credentials, then select the **OK** button.

---

8. Enter your PIN.
9. Select the **OK** button. The webTA Main Menu page is displayed.

**To Log In Using eAuthentication with a User ID and Password:**

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** tab. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

**WEBTA™** Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**


Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.


\*Email Address

**Choose a Sign in Option**

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

**Need Assistance?**

 Need assistance with accessibility?  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 Have questions about your timesheet or leave balance?  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 7: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 4.2

WARNING

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- \* You have no reasonable expectation of privacy regarding any communications or data traveling or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data traveling or stored on this information system.
- \* Any communications or data traveling or stored on this information system may be disclosed or used for any lawful government purpose.
- \* Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMS) Table 963, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk are required.

\* User ID:

\* Password:

[Forgot Password?](#)

Figure 8: webTA Login Page

5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

USDA eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE

MENU

We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Figure 9: eAuthentication Login Page

6. Complete the following Log In with Password fields:

**User ID** (see "**User ID Field Instruction**" on page 53)

**Password** (see "**Password Field Instruction**" on page 52)



7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

## Logging Out

To exit webTA, select the **Logout** link from any page.

## Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

---

Note: Sorting a column sorts the entire table by row, not just the items in the column.

---

### To Sort a List:

1. Select the header of the column to enable the arrow.

The screenshot shows the 'COP Administrator Main Menu' page. At the top, there's a navigation bar with 'Employee' and 'COP Administrator' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the page title is 'COP Administrator Main Menu >'. The main content area is titled 'COP Events'. It features a search form with fields for 'Employee Name', 'User ID', 'Injury Number', 'Date Of Injury' (with a date picker), 'COP Status' (dropdown), and 'Organization' (dropdown). There are 'Search' and 'Clear' buttons. Below the search form is a table with the following columns: Employee, User ID, Injury Number, Date Of Injury, COP Status, Return to Work Date, COP Used to Date, Organization, and Delete. The table contains two records: 'DOE, JOHN' and 'DOE, MARY'. Each record has a small arrow icon in the 'Employee' column header, indicating it can be sorted. Below the table, there are buttons for 'Add COP Event' and 'Cancel'. At the bottom right, there's a 'View' button with a dropdown menu showing '25', '50', and '100'.

Figure 10: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Select the arrow to point up to sort the list in ascending order.

At this point, you may select the **Cancel** button to return to the COP Administrator Main Menu page.

## Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.



## To Access Help:

1. Select the **Help** link on any page in webTA. A Help page is displayed.

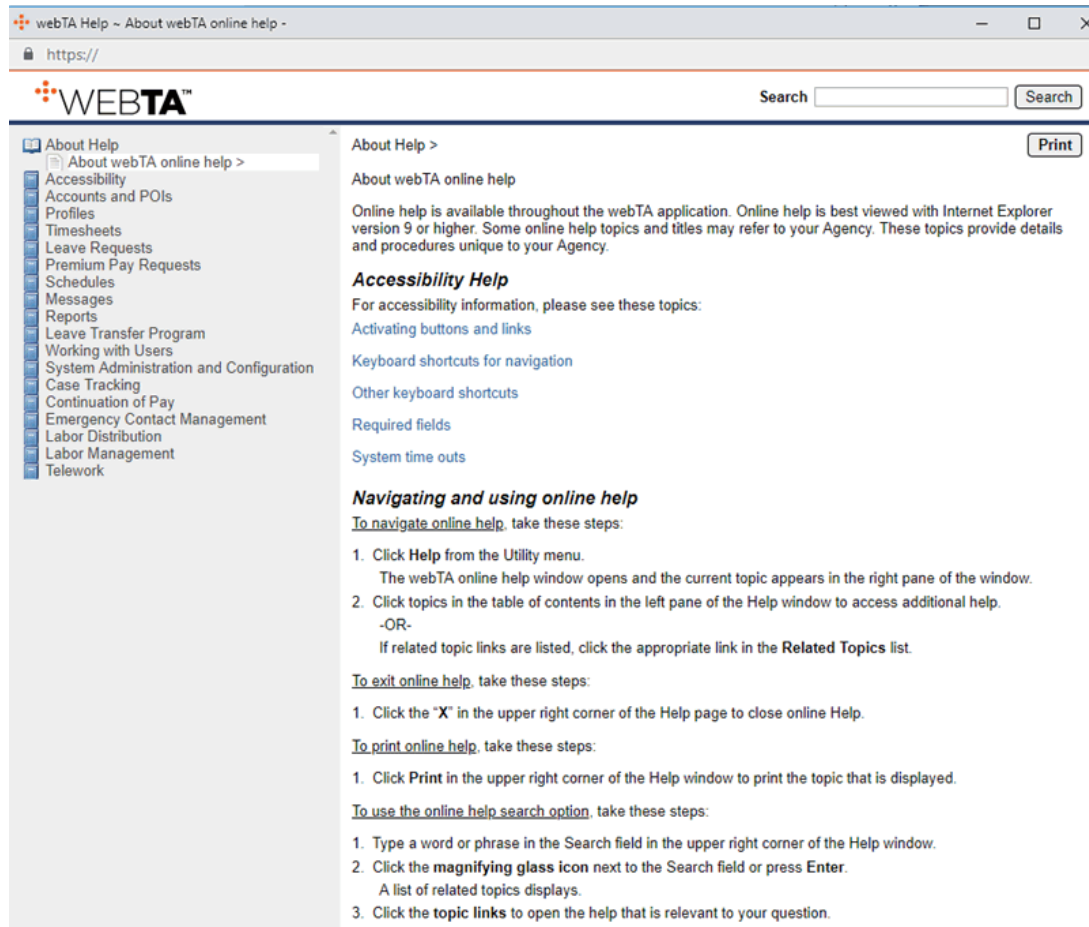


Figure 11: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

OR

Enter search criteria in the Search field and select the **Search** button.

At this point, you may select the **X** to close the Help page and return to the previous page.



## COP Administrator

The COP Administrator creates and manages COP accounts. COP events occur when an Employee is injured while engaged in official work activities on work premises, provided the Employee meets the eligibility criteria.

The My Assigned POIs and Agencies option allows you to view your webTA roles, profile Agency, profile POI, and assigned POIs and Agencies. For more information, see ***POI/Agency Assignment***.



**Figure 12: COP Administrator Main Menu Page**

This section includes the following topics:

<b>COP Events</b> .....	<b>29</b>
-------------------------	-----------

## COP Events

The COP Administrator creates and manages COP events. This includes adding, editing, terminating, reinstating, and deleting COP events.

For more information see:

<b>Searching for a COP Event</b> .....	<b>30</b>
<b>Viewing a COP Event</b> .....	<b>32</b>
<b>Adding a COP Event</b> .....	<b>34</b>
<b>Editing a COP Event</b> .....	<b>36</b>
<b>Terminating a COP Event</b> .....	<b>38</b>
<b>Reinstating a COP Event</b> .....	<b>40</b>
<b>Deleting a COP Event</b> .....	<b>44</b>



## Searching for a COP Event

COP Administrators are able to search for specific COP events. There are several search options available on the COP Events page.

### To Search for a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) menu on the COP Administrator Main Menu page. The COP Events page is displayed defaulting to the COP Status of **Active**.

WEBTA™ Employee COP Administrator

Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

COP Events

Employee Name: User ID: Injury Number: Date of Injury: COP Status: Organization: Search Clear

Employee	User ID	Injury Number	Date of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

1-2 of 2 Records

Add COP Event

Cancel

Figure 13: COP Events Page

2. Select the applicable COP event.

OR

Enter the applicable search criteria. The following search options are available:

**Employee Name** (see "**Employee Name Field Instruction - Search**" on page 51)

**User ID** (see "**User ID Field Instruction - Search**" on page 53)

**Injury Number** (see "**Injury Number Field Instruction - Search**" on page 51)

**Date of Injury** (see "**Date of Injury Field Instruction - Search**" on page 50)

**COP Status** (see "**COP Status Field Instruction - Search**" on page 50)

**Organization** (see "**Organization Field Instruction - Search**" on page 52)



3. Select the **Search** button. The COP Events page matching the search criteria is displayed.

The screenshot shows the WEBTA interface with the 'COP Administrator' role selected. The 'COP Events' page displays search results for Employee Name: DOE, JOHN. The search criteria include User ID, Injury Number, Date Of Injury (08/01/2017), COP Status (Active), and Organization (All). The results table shows one record for Employee DOE, JOHN with User ID DOEI, Injury Number 0801, Date Of Injury 08/01/2017, COP Status Active, Return to Work Date 08/31/2017, COP Used to Date 5 Days, and Organization OCFO. There are buttons for 'Add COP Event' and 'Cancel'.

**Figure 14: COP Events Page - Search Results**

4. Select the Employee name link that identifies the COP Event to view. The COP Event Details page is displayed.

The screenshot shows the WEBTA interface with the 'COP Administrator' role selected. The 'COP Event Details' page displays search results for Employee Name: DOE, JOHN. The search criteria include User ID, Injury Number, Date Of Injury (08/01/2017), COP Status (Active), and Organization (All). The results table shows one record for Employee DOE, JOHN with User ID DOEI, Injury Number 0801, Date Of Injury 08/01/2017, COP Status Active, Return to Work Date 08/31/2017, COP Used to Date 5 Days, and Organization OCFO. There are buttons for 'Add COP Event' and 'Cancel'.

**Figure 15: COP Event Details - Search Results**

At this point, the following options are available:

Step	Description
Select the <b>Save</b> button	Saves any changes you may have made. You remain on the COP Event Details page. The message, <i>Save was successful</i> , is displayed.
Select the <b>Terminate</b> button	Terminates the COP Event. For more information see <b><i>Terminating a COP Event</i></b> (on page 38).



Step	Description
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.

## Viewing a COP Event

The COP Events page is used to view COP events.

### To View a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) menu on the COP Administrator Main Menu page. The COP Events page is displayed.

WEBTA™ Employee COP Administrator Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

COP Events

Employee Name: User ID: Injury Number: Date Of Injury: COP Status: Organization: Search Clear

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

1-2 of 2 Records View [25] [50] [100]

Add COP Event

Cancel

Figure 16: COP Events Page

The following fields are displayed on the COP Events page:

**Employee** (see "**Employee Field Description**" on page 51)

**User ID** (see "**User ID Field Description**" on page 53)

**Injury Number** (see "**Injury Number Field Description**" on page 51)

**Date of Injury** (see "**Date of Injury Field Description**" on page 50)

**COP Status** (see "**COP Status Field Description**" on page 50)

**Return to Work Date** (see "**Return to Work Date Field Description**" on page 52)

**COP Used to Date** (see "**COP Used to Date Field Description**" on page 50)



**Organization** (see "**Organization Field Description**" on page 51)

2. Select the applicable Employee name link. The COP Event Details page is displayed.

WEBTA™ Employee COP Administrator Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* Employee:

Organization: 20

Date of Injury: 02/08/2019

\* Injury Number:

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 0

Termination Date:

Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	02/08/2019 11:37 AM EST	DOE, JOHN	

**Figure 17: COP Event Details Page - Viewing**

3. View the COP Event Details.

At this point, the following options are available:

Step	Description
Select the <b>Save</b> button	Saves any changes you may have made. You remain on the COP Event Details page. The message, <i>Save was successful</i> , is displayed.
Select the <b>Terminate</b> button	Terminates the COP Event. For more information, see <b>Terminating a COP Event</b> (on page 38).
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.



## Adding a COP Event

COP Administrators add COP events for Employees.

### To Add a New COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) menu on the COP Administrator Main Menu page. The COP Events page is displayed.

WEBTA™ Employee COP Administrator

Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

### COP Events

Employee Name: User ID: Injury Number: Date Of Injury: COP Status: Organization: Search Clear

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

1-2 of 2 Records View [25] [50] [100]

Add COP Event

Cancel

Figure 18: COP Events Page

2. Select the **Add COP Event** button. The COP Event Details page is displayed.

WEBTA™ Employee COP Administrator

Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* Employee: Search

Organization:

\* Date of Injury: Month Day Year

\* Injury Number:

Return to Work Date: Month Day Year

COP Not to Exceed Date: Month Day Year

COP Used to Date: 0

Termination Date:

Termination Remark:

Save Terminate Cancel

Figure 19: COP Event Details Page

3. Complete the following fields:



**Employee** (see "**Employee Field Instruction (Required)**" on page 51)

**Date of Injury** (see "**Date of Injury Field Instruction (Required)**" on page 50)

**Injury Number** (see "**Injury Number Field Description**" on page 51)

**Return to Work Date** (see "**Return to Work Date Field Instruction**" on page 52)

**COP Not to Exceed Date** (see "**COP Not to Exceed Date Field Instruction**" on page 49)

Note: The COP Used to Date field is populated as the days are added to the timesheet.

Note: The Termination Date and Termination Remark fields are not applicable when adding a COP event.

4. Select the **Save** button. The message, *Save was successful*, and the Activity Log, are displayed.

**WEBTA™** Employee COP Administrator Inbox [1] | Settings | Help | Log Out

[COP Administrator Main Menu](#) > [COP Events](#) >

### COP Event Details

Save was successful

Items marked with an asterisk\* are required.

\* Employee:

Organization:

Date of Injury:

\* Injury Number:

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date:

Termination Date:

Termination Remark:

Activity Log			
Action	Date	Name	Remarks
Saved	02/11/2019 08:04 AM EST	DOE, JOHN	

**Figure 20: COP Event Details Page - Added**

At this point, the following options are available:

Step	Description
------	-------------



Step	Description
Select the <b>Save</b> button	Saves any changes you may have made. You remain on the COP Event Details page. The message, <i>Save was successful</i> , is displayed.
Select the <b>Terminate</b> button	Terminates the COP Event. For more information see <b><i>Terminating a COP Event</i></b> (on page 38).
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.

## Editing a COP Event

COP Administrators are able to edit COP events.

### To Edit a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) section on the COP Administrator Main Menu page. The COP Events page is displayed.

WEBTA™ Employee COP Administrator

Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

COP Events

Employee Name: User ID: Injury Number: Date Of Injury: COP Status: Organization: Search Clear

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

1-2 of 2 Records

Add COP Event

Cancel

Figure 21: COP Events Page



2. Select the Employee name link that identifies the COP Event to edit. The COP Event Details page is displayed.

**WEBTA™** Employee **COP Administrator** Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* Employee:

Organization: 20

Date of Injury: 02/08/2019

\* Injury Number:

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 0

Termination Date:

Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	02/08/2019 11:47 AM EST	DOE, JOHN	

**Figure 22: COP Event Details Page - Editing**

3. Make applicable changes.
4. Select the **Save** button. The message, *Save was successful*, is displayed, and the Activity Log is updated.

At this point, the following options are available:

Step	Description
Select the <b>Save</b> button	Saves any changes you may have made. You remain on the COP Event Details page. The message, <i>Save was successful</i> , is displayed.
Select the <b>Terminate</b> button	Terminates the COP Event. For more information see <b><i>Terminating a COP Event</i></b> (on page 38).
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.



## Terminating a COP Event

At the end of the COP event, the COP Administrator terminates the event. After the event is terminated, the status is changed to **Terminated**. Terminated events may not be deleted. For more information, see *Deleting a COP Event*.

### To Terminate a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) section on the COP Administrator Main Menu page. The COP Events page is displayed.

WEBTA™ Employee COP Administrator Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

COP Events

Employee Name: User ID: Injury Number: Date Of Injury: COP Status: Organization: Search Clear

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

1-2 of 2 Records View [25] [50] [100]

Add COP Event

Cancel

Figure 23: COP Events Page



2. Select the Employee name link that identifies the COP Event to terminate. The COP Event Details page is displayed.

WEBTA™ Employee COP Administrator Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* Employee:

Organization: 20

Date of Injury: 02/08/2019

\* Injury Number:

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 0

Termination Date:

Termination Remark:

Action	Date	Name	Remarks
Saved	02/08/2019 11:37 AM EST	DOE, JOHN	

Figure 24: COP Event Details Page - Terminate

3. Select the **Terminate** button. The Terminate COP Account popup appears.

**Terminate COP Account** [X]

\* Termination Date:

\* Termination Remarks:

Figure 25: Terminate COP Account Pop-up

4. Complete the following fields:

*Termination Date* (see "*Termination Date Field Instruction (Required)*" on page 52)



**Termination Remarks** (see "**Termination Remarks Field Instruction (Required)**" on page 53)

5. Select the **OK** button. The message, *Terminate was successful*, is displayed, and the Activity Log is updated.

The screenshot shows the WEBTA interface. At the top, there's a navigation bar with 'Employee' and 'COP Administrator' tabs. Below it, a breadcrumb trail reads 'COP Administrator Main Menu > COP Events >'. The main heading is 'COP Event Details'. A message box displays 'Terminate was successful'. Below this, a note states 'Items marked with an asterisk\* are required.' The form contains the following fields: Employee: DOE, MARY - DOEM; Organization: 20; Date of Injury: 02/08/2019; Injury Number: 0208; Return to Work Date: Feb 22, 2019; COP Not to Exceed Date: Feb 22, 2019; COP Used to Date: 4; Termination Date: Feb 22, 2019; and Termination Remark: COP Event expired. An 'Activity Log' link is present. Below the form is a table with two rows: 'Terminated' and 'Saved', each with columns for Action, Date, Name, and Remarks. At the bottom, there are 'Reinstate' and 'Cancel' buttons.

Action	Date	Name	Remarks
Terminated	02/11/2019 12:43 PM EST	DOE, JOHN	Termination Date: 02/22/2019, Remarks: COP Event expired.
Saved	02/08/2019 11:37 AM EST	DOE, JOHN	

**Figure 26: COP Event Deails Page - Successful Termination**

At this point, the following options are available:

Step	Description
Select the <b>Reinstate</b> button	Reinstates the COP Event.
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.

## Reinstating a COP Event

In the event of an accidental termination, a COP Administrator may reinstate a COP event.



## To Reinstate a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) menu on the COP Administrator Main Menu page. The COP Events page is displayed.

The screenshot shows the WEBTA interface for the COP Administrator. The page title is "COP Events". It features a search bar with fields for Employee Name, User ID, Injury Number, Date Of Injury (Year Month Day), COP Status (Active), and Organization (All). Below the search bar is a table with the following data:

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

Below the table, there are buttons for "Add COP Event" and "Cancel".

Figure 27: COP Events Page

2. Select the **Terminated** option from the COP Status drop-down list.
3. Select the **Search** button. The terminated COP events are displayed.

The screenshot shows the WEBTA interface for the COP Administrator, displaying terminated events. The page title is "COP Events". The search bar has the COP Status dropdown set to "Terminated". Below the search bar is a table with the following data:

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, ALICE	DOEA	0801	08/01/2017	Terminated	08/31/2017	10 Days	OCFO	X
DOE, CARL	DOEC	0602	06/02/2015	Terminated	10/31/2015	30 Days	OCFO	X
DOE, JEREMY	DOEJ2	0801	08/01/2016	Terminated	08/12/2016	0 Days	OCFO	X
DOE, JUDE	DOEJ3	0501	05/01/2015	Terminated	05/22/2015	7 Days	OCFO	X
DOE, TARA	DOET	0801	08/01/2016	Terminated	08/03/2016	30 Days	OCFO	X
DOE, WILSON	DOEW	0418	04/18/2016	Terminated	05/31/2016	0 Days	OCFO	X

Below the table, there are buttons for "Add COP Event" and "Cancel".

Figure 28: Terminated COP Events Page



4. Select the Employee name link that identifies the COP Event to reinstate. The COP Event Details page is displayed.

**WEBTA™** Employee **COP Administrator** [Inbox \[0\]](#) [Settings](#) [Help](#) [Log Out](#)

[COP Administrator Main Menu](#) > [COP Events](#) >

### COP Event Details

Items marked with an asterisk\* are required.

\* **Employee:** DOE, ALICE - DOEA  
**Organization:** OCFO

**Date of Injury:** 08/01/2017  
**Injury Number:** 0801

**Return to Work Date:** 08/31/2017  
**COP Not to Exceed Date:** 09/01/2017  
**COP Used to Date:** 0

**Termination Date:** Aug 13, 2017  
**Termination Remark:** Time expired

[Activity Log](#)

Action	Date	Name	Remarks
Terminated	08/13/2017 02:40 PM EDT	DOE, THOMAS	Termination Date: 08/13/2017, Remarks: Time expired
Saved	08/01/2017 02:38 PM EDT	DOE, THOMAS	

**Figure 29: COP Event Details Page - Reinstating**



5. Select the **Reinstate** button. The message, *Reinstate was successful*, is displayed, and the Activity Log is updated.

**WEBTA™** Employee **COP Administrator** Inbox [0] | Settings | Help | Log Out

[COP Administrator Main Menu](#) > [COP Events](#) >

### COP Event Details

Reinstate was successful

Items marked with an asterisk\* are required.

**\* Employee:** DOE, ALICE - DOEA  
**Organization:** OCFO

**Date of Injury:** 08/01/2017  
**Injury Number:** 0801

**Return to Work Date:** 08/31/2017  
**COP Not to Exceed Date:** 09/01/2017  
**COP Used to Date:** 10

**Termination Date:**  
**Termination Remark:**

Activity Log

Action	Date	Name	Remarks
Reinstated	08/13/2017 02:45 PM EST	DOE, THOMAS	
Terminated	08/13/2017 02:40 PM EDT	DOE, THOMAS	Termination Date: 08/13/2017, Remarks: Time expired
Saved	08/01/2017 02:38 PM EDT	DOE, THOMAS	

**Figure 30: COP Event Details Page - Reinstated**

At this point, the following options are available:

Step	Description
Select the <b>Save</b> button	Saves any changes you may have made. You remain on the COP Event Details page. The message, <i>Save was successful</i> , is displayed.
Select the <b>Terminate</b> button	Terminates the COP Event. For more information see <b><i>Terminating a COP Event</i></b> (on page 38).
Select the <b>Cancel</b> button	Returns you to the COP Events page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.



## Deleting a COP Event

Only active events may be deleted by the COP Administrator. Deleting an event is permanent. Terminated events cannot be deleted. For more information, see *Terminating a COP Event* (on page 38).

### To Delete a COP Event:

1. Select the **COP Events** link from the Continuation of Pay (COP) menu on the COP Administrator Main Menu page. The COP Events page is displayed.

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization	Delete
DOE, JOHN	DOEJ	0208	02/08/2019	Active	02/28/2019	0 Days	10	X
DOE, MARY	DOEM	0208	02/08/2019	Active	02/22/2019	0 Days	20	X

Figure 31: COP Events Page

2. Select the **X** in the Delete column of the COP event you wish to delete. The Delete recipient account popup appears.

wta.train.nfc.usda.gov says  
Delete recipient account : DOEJ - 2019/02/08?

OK Cancel

Figure 32: Delete Recipient Pop-up Message

3. Select the **OK** button. The message, *Delete was successful*, is displayed, and the COP Event is removed from the COP Events page.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the COP Administrator Main Menu page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.







## POI/Agency Assignment

The My Assigned POIs and Agencies page displays your assigned roles, profile Agency, and Profile POI. If additional POIs and Agencies are assigned, the information displays in the Agency and POI tables.

### To View Your Assigned POIs and Agencies:

Select the **My Assigned POIs and Agencies** link from the POI/Agency Assignment section on the COP Administrator Main Menu page. The My Assigned POIs and Agencies page is displayed.

WEBTA™ Employee COP Administrator Inbox [1] | Settings | Help | Log Out

COP Administrator Main Menu >

### My Assigned POIs and Agencies

Employee: DOE, JOHN  
Assigned Roles: COP Administrator  
Profile Agency: OCFO  
Profile POI: 5317

Agency  
No results

POI  
No results

Cancel

Figure 33: My Assigned POIs and Agencies Page

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the COP Administrator Main Menu page.
Select the <b>COP Administrator</b> tab	Returns you to the COP Administrator Main Menu page.





## Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

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### COP Not to Exceed Date Field Instruction

#### COP Not to Exceed Date

Enter the date that the COP event expires in MMDDYY format.

**OR**

Select the date from the calendar icon.

---

Note: This date cannot exceed 180 days.

---



## COP Status Field Description

### COP Status

Displays the status of the COP event. Valid values are **Active**, **Terminated**, and **All**.

## COP Status Field Instruction - Search

### COP Status

Select the status of the COP Event for which you are searching from the drop-down list. Valid values are **Active**, **Terminated**, and **All**.

## COP Used to Date Field Description

### COP Used to Date

Displays the COP days used to date.

## Date of Injury Field Description

### Date of Injury

Displays the date the injury occurred.

## Date of Injury Field Instruction (Required)

### Date of Injury

#### *Required field*

Enter the date of the injury in MMDDYY format.

### **OR**

Select the date from the calendar icon.

---

Note: The Injury Number field is system generated after the Date of Injury is entered.

---

## Date of Injury Field Instruction - Search

### Date of Injury

Enter the date of the injury for which you are searching in YYYY/MM/DD format.



**OR**

Select the date of the injury for which you are searching from the calendar icon.

## **Employee Field Description**

### **Employee**

Displays the Employee's name.

## **Employee Field Instruction (Required)**

### **Employee**

*Required field*

Enter the Employee's name.

**OR**

Select the **Search** button to search for and select the Employee by name.

---

Note: The Employee's organization will be populated after the Employee is selected.

---

## **Employee Name Field Instruction - Search**

### **Employee Name**

Enter the name of the Employee for whom you are searching.

## **Injury Number Field Description**

### **Injury Number**

Displays the four-digit system generated number assigned after the date of injury is entered. This number defaults to the day of the injury in MMDD format, but the format may be modified by the COP Administrator.

## **Injury Number Field Instruction - Search**

### **Injury Number**

Enter the Injury Number of the COP event for which you are searching.

## **Organization Field Description**

### **Organization**



Displays the Employee's organization.

## Organization Field Instruction - Search

### Organization

Select the Organization of the Employee for whom you are searching.

## Password Field Instruction

### Password

Enter your eAuthentication password.

## Password Field Instruction - webTA

### Password

Enter your webTA password.

## Return to Work Date Field Description

### Return to Work

Displays the date the COP recipient returned to work date, if applicable.

## Return to Work Date Field Instruction

### Return to Work Date

Enter the date the Employee may return to work in MMDDYY format.

**OR**

Select the date from the calendar icon.

## Termination Date Field Instruction (Required)

### Termination Date

#### *Required field*

Enter the date of the COP termination in MMDDYY format.

**OR**

Select the date from the calendar icon.



## Termination Remarks Field Instruction (Required)

### Termination Remarks

#### *Required field*

Enter any applicable remarks regarding the termination.

## User ID Field Description

### User ID

Displays the Employee's user ID.

## User ID Field Instruction

### User ID

Enter your eAuthentication user ID.

## User ID Field Instruction - webTA

### User ID

Enter your webTA user ID.

## User ID Field Instruction - Search

### User ID

Enter the User ID of the Employee for whom you are searching.





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